

Short guide for the application & selection process of KOP Master's degree programmes (MA), Short Courses (SC)

Overall aim

KOP: The aim of KOP is to aid the development of the capacity, knowledge and quality of individuals as well as institutions in the field of higher and vocational education. The five year programme is initiated and funded by the Dutch Ministry of Foreign Affairs and managed by Nuffic.

Target group

KOP: professionals who are nationals of and working and living in one of the 28 KOP countries.

Country list

28 countries have been classified for this part of the KOP programme.

Priorities

KOP

The Ministry of Foreign Affairs specified that the KOP needs focus on strengthening the bilateral relations with the 28 countries on the list. Therefore Nuffic performs a compact country scan to determine the priority areas per embassy. The indicated priority areas serve the bilateral development policy.

Atlas

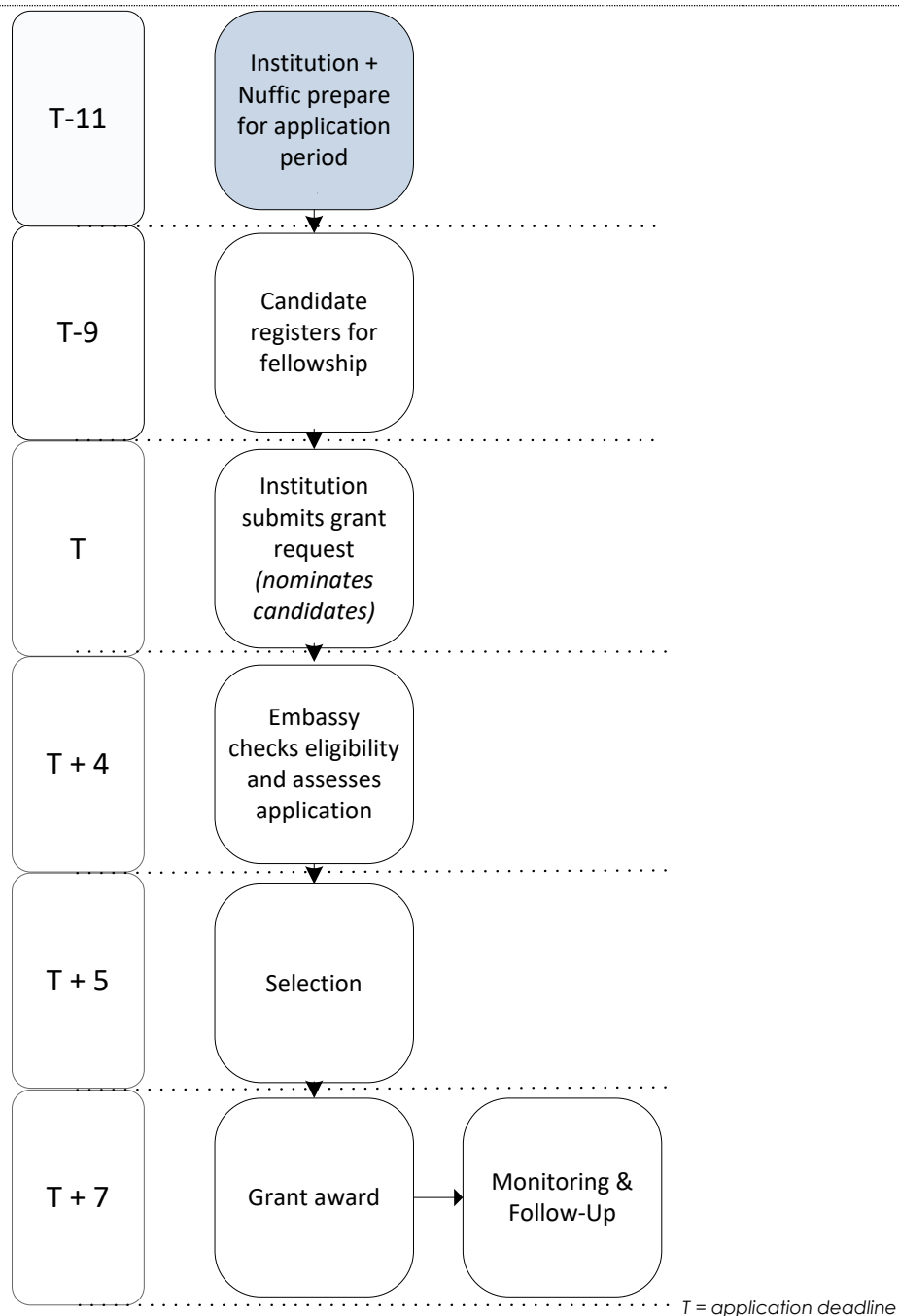
The information in the candidate registration form is entered into the Atlas database. Through Atlas Dutch institutions can request a grant (nominate candidates). Nuffic will communicate with Dutch institutions and embassies via Atlas, by sending email updates. Dutch institutions and embassies have their own access to a shielded part of Atlas.

Application deadlines (for grant applications by Dutch institution)

Programme	Application deadline
KOP Master's degree	April, August
KOP Short courses	April, August, November

Fellowship application deadlines are determined by the Dutch institutions.

Nuffic will **not** compile a course list or publish a list on the Nuffic website. Candidates can, for instance, consult www.studyfinder.nl for information about courses and programmes.



Nuffic and institution prepare for application period

In this phase Nuffic and the Dutch institutions make preparations for the application period.

Nuffic

- Determine the maximum number of candidates each institution can nominate (per modality and per deadline)
- Import course information from HODEX/Studiekeuze Webformulier

Dutch institution

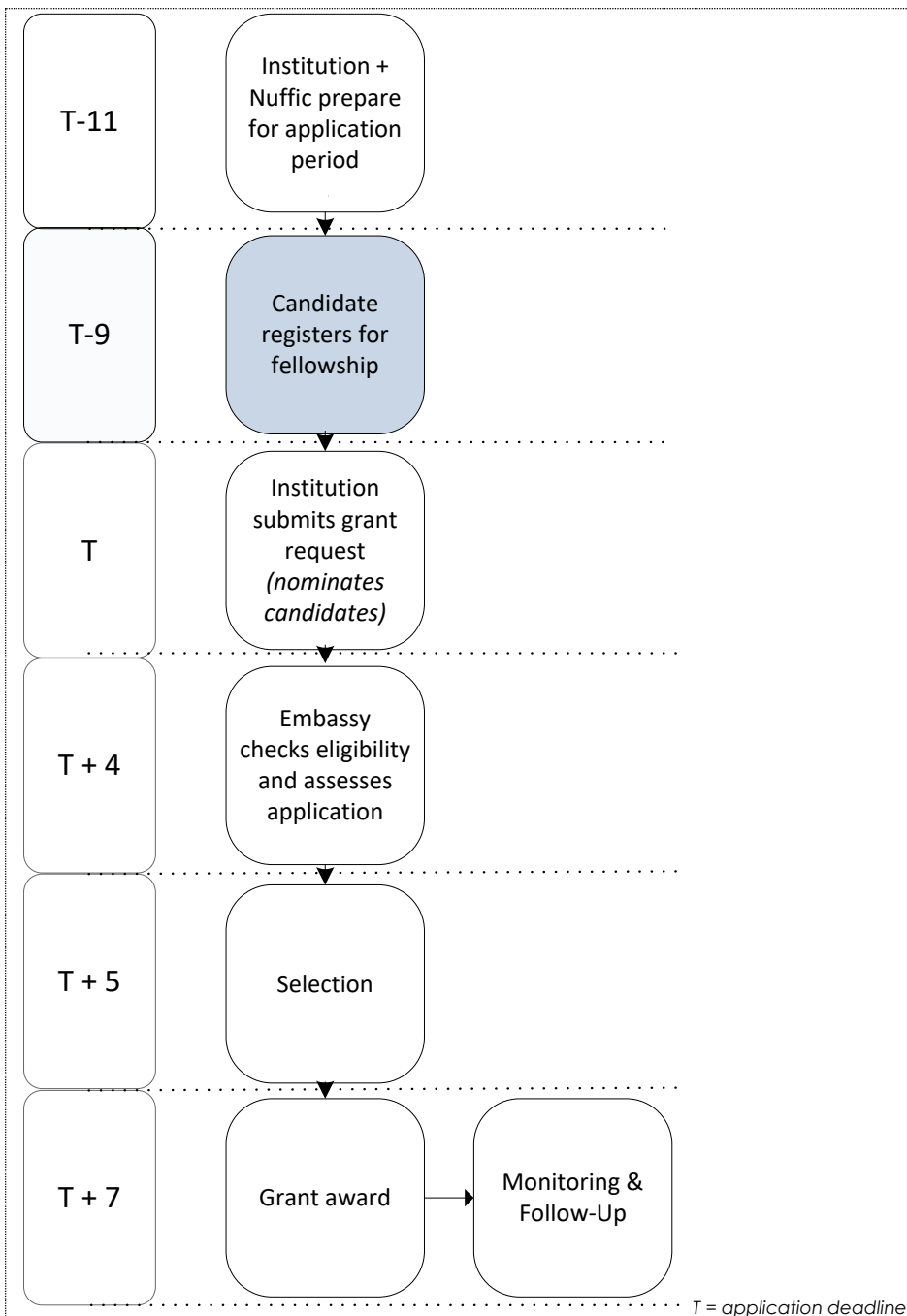
- Check Atlas accounts
- Register in HODEX/SWF courses for KOP
- As soon as courses are imported in Atlas: check and, if necessary, update course information in Atlas
- Update information concerning KOP on, for instance, website, letters, emails
- Determine deadline for academic admission and fellowship application and publish information (on for instance website, letters, emails)
- Check and, if necessary, update candidate registration form.

Embassy

- check Atlas accounts

Candidate

No task for candidate



Candidate registers for fellowship

Nuffic

No tasks Nuffic

Dutch institution

- Process all applications for a KOP fellowship:
 - Check applications if details and uploads are present and correct
 - Uploads: copy ID, employer's statement, government statement (if applicable)
 - Decide if candidate will be nominated

Institutions are advised to check applications against eligibility. Non eligible applications will be rejected and reduce the number of fellowships that might be granted.

Embassy

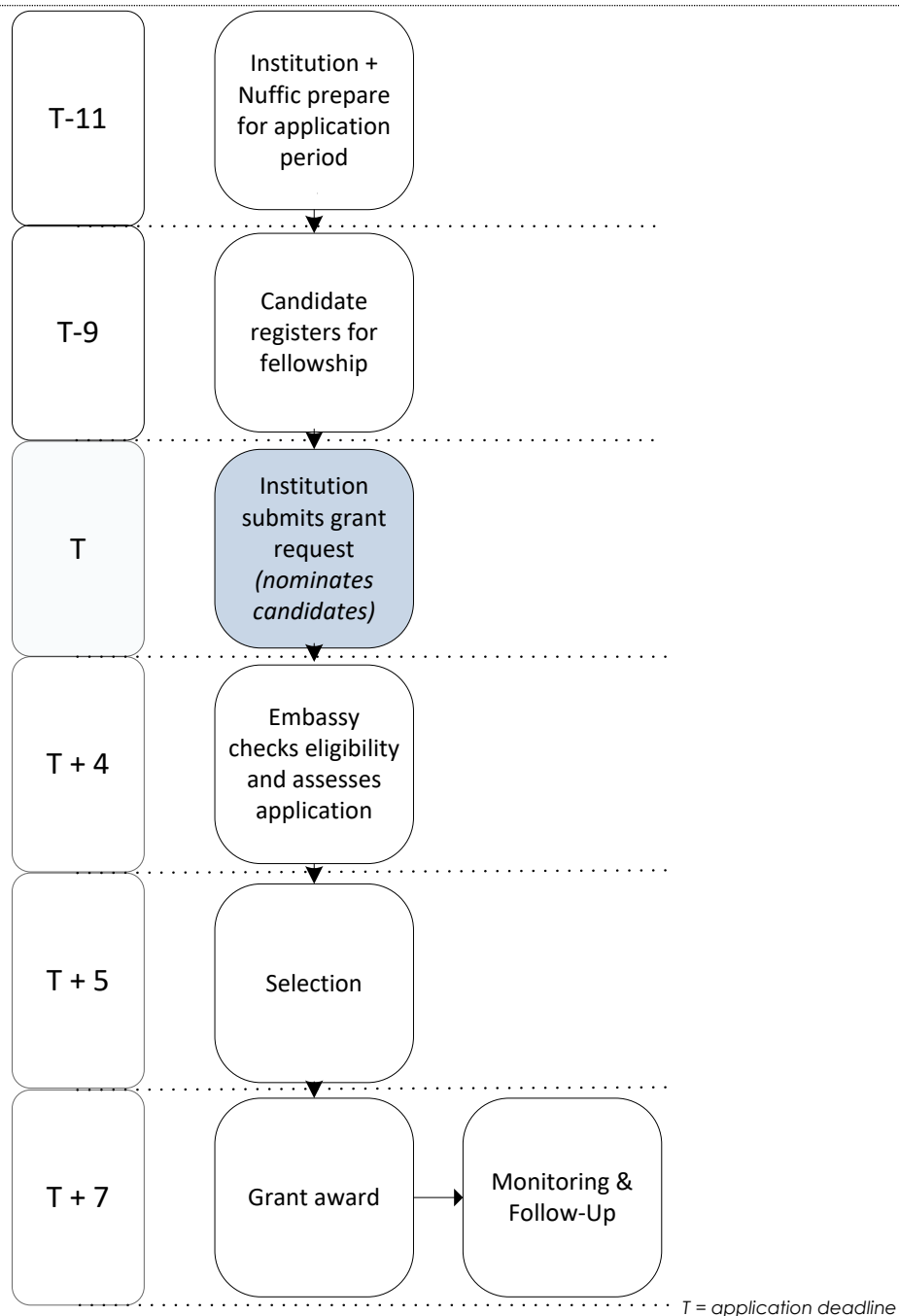
No tasks for embassy

Candidate

- Check information regarding course and deadlines published by Dutch institution
- Check information regarding registering for a KOP fellowship published by Dutch institution
- Collect information and documents
- Request academic admission
- Register for fellowship via registration form (supplied by Dutch institution)

To be eligible a nominated candidate:

- must be a professional and national of, and working and living in one of the countries on the KOP country list;
- must have an employer's statement that complies with the format Nuffic has provided. All information must be provided and all commitments that are included in the format must be endorsed in the statement;
- must not be employed by an organisation that has its own means of staff development. Organisations that are considered to have their own means for staff development are for example: multinational corporations (e.g. Shell, Unilever, Microsoft), large national and/or a large commercial organisations, bilateral donor organisations (e.g. USAID, DFID, Danida, Sida, Dutch ministry of Foreign affairs, FinAid, AusAid, ADC, SwissAid), multilateral donor organisations (e.g. a UN organisation, the World Bank, the IMF, Asian Development Bank, African Development Bank, IADB), international NGOs (e.g. Oxfam, Plan, Care);
- must have an official and valid passport;
- must not receive more than one fellowship for courses that take place at the same time;
- must have a government statement that meets the requirements of the country in which the employer is established (if applicable).



Dutch institution submits grant request (nominates candidates)

Nuffic

- Atlas: checks at the time of submitting a grant request if candidates and course meet the criteria. If these criteria are not met, the grant request cannot be submitted.

Dutch institution

- Check in Atlas the maximum number of nominations
- Apply for additional housing (KOP-SC) if applicable
- Submit grant request (nomination of candidates for which institution would like a grant):
 - Before application deadline expires
 - KOP: one grant request per sub-programme per deadline
 - Via Atlas
- Inform candidates who have **not** been nominated

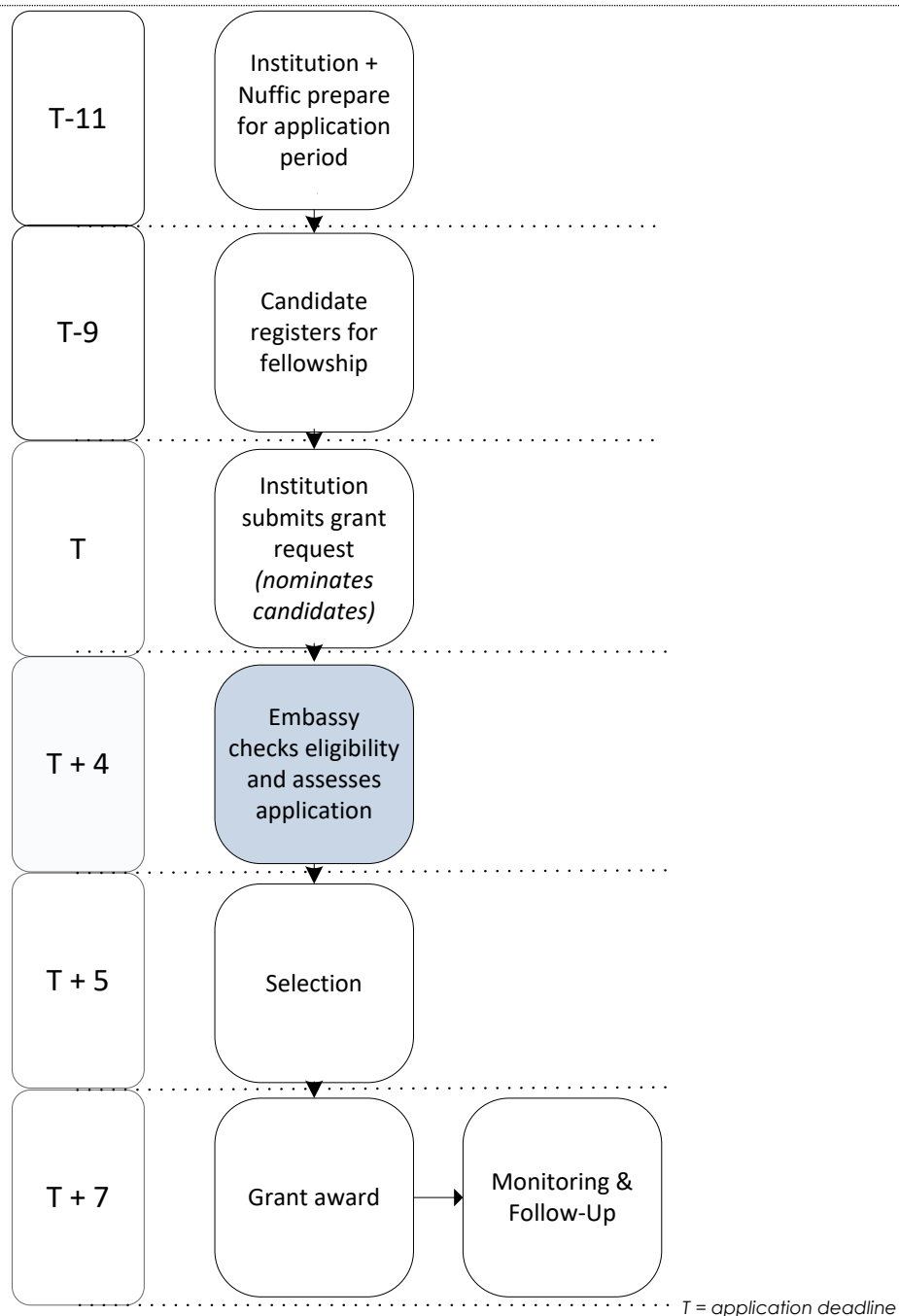
Institutions are advised not to submit a grant request close to an application deadline. If the request does not meet a criterion, the request cannot be submitted.

Embassy

No tasks embassy

Candidate

No tasks candidate



Embassy checks eligibility and assesses application

Nuffic
No tasks Nuffic

Dutch institution
No tasks Dutch institution

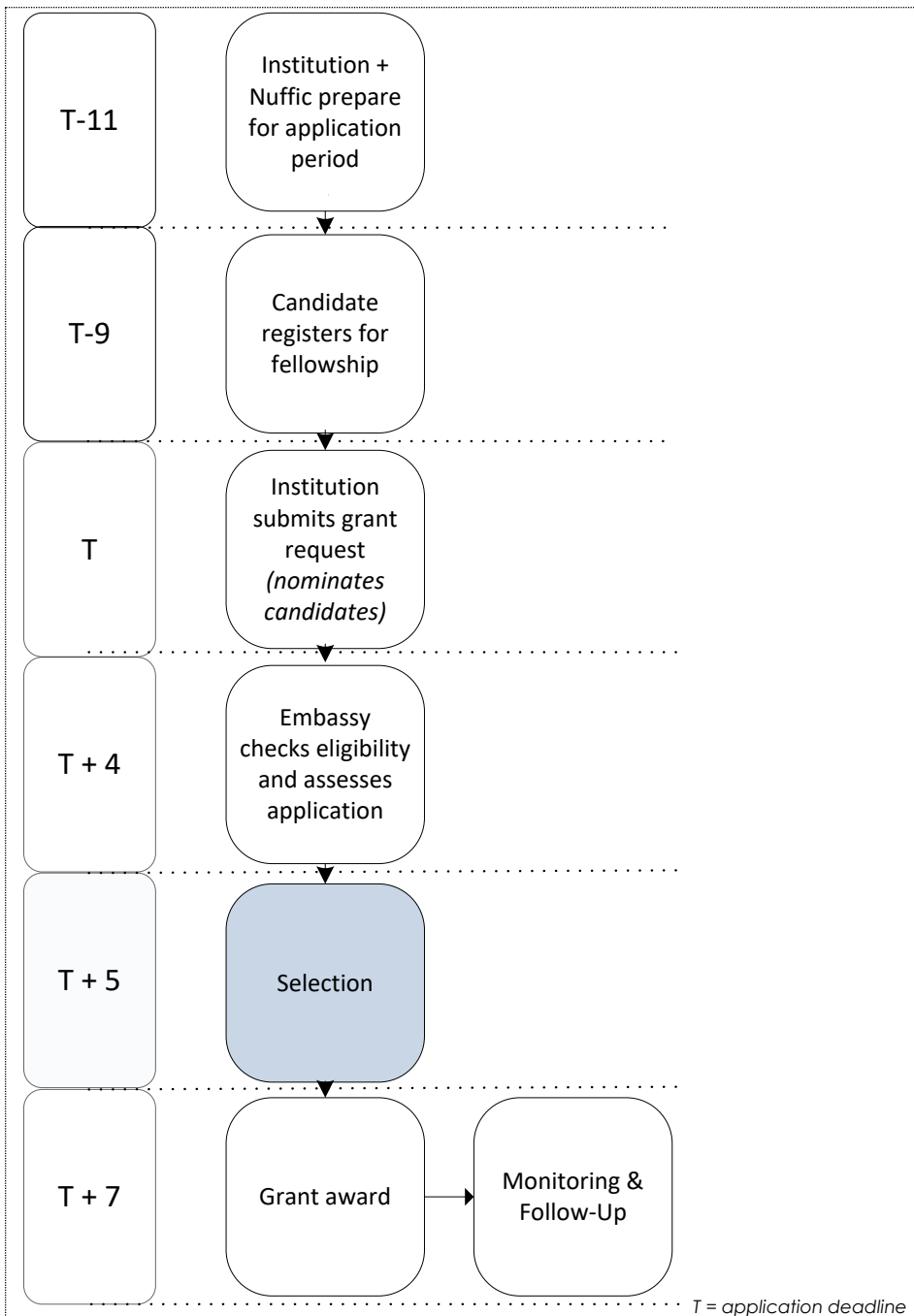
- Embassy**
- Check eligibility candidates
 - Only nominated candidates
 - Not eligible applications will be rejected
 - Assess eligible candidates
 - Only eligible application

Assessment is based on relevance application for the country on:

- The degree to which the application fits into the target group
- How well the candidate is able to implement the newly-acquired knowledge in his daily work;
- To what extent the knowledge will contribute to the development of the country.
- How well the plans for the time after returning to the employer are described and how easily they can be implemented.

The assessment of a candidate consists of answering questions. Each question indirectly leads to a number of points. A not assessed application will receive 0 points. However, this application is still eligible and can still be selected for a fellowship.

Candidate
No tasks candidate



Selection

Nuffic

- Performs selection through Atlas
- Only eligible applications
- The assessment leads to a ranking.
- The highest ranked applications are selected, but taking the policy principles into consideration:

KOP:

- Priorities based on the compact country scan from the embassies

Dutch institution

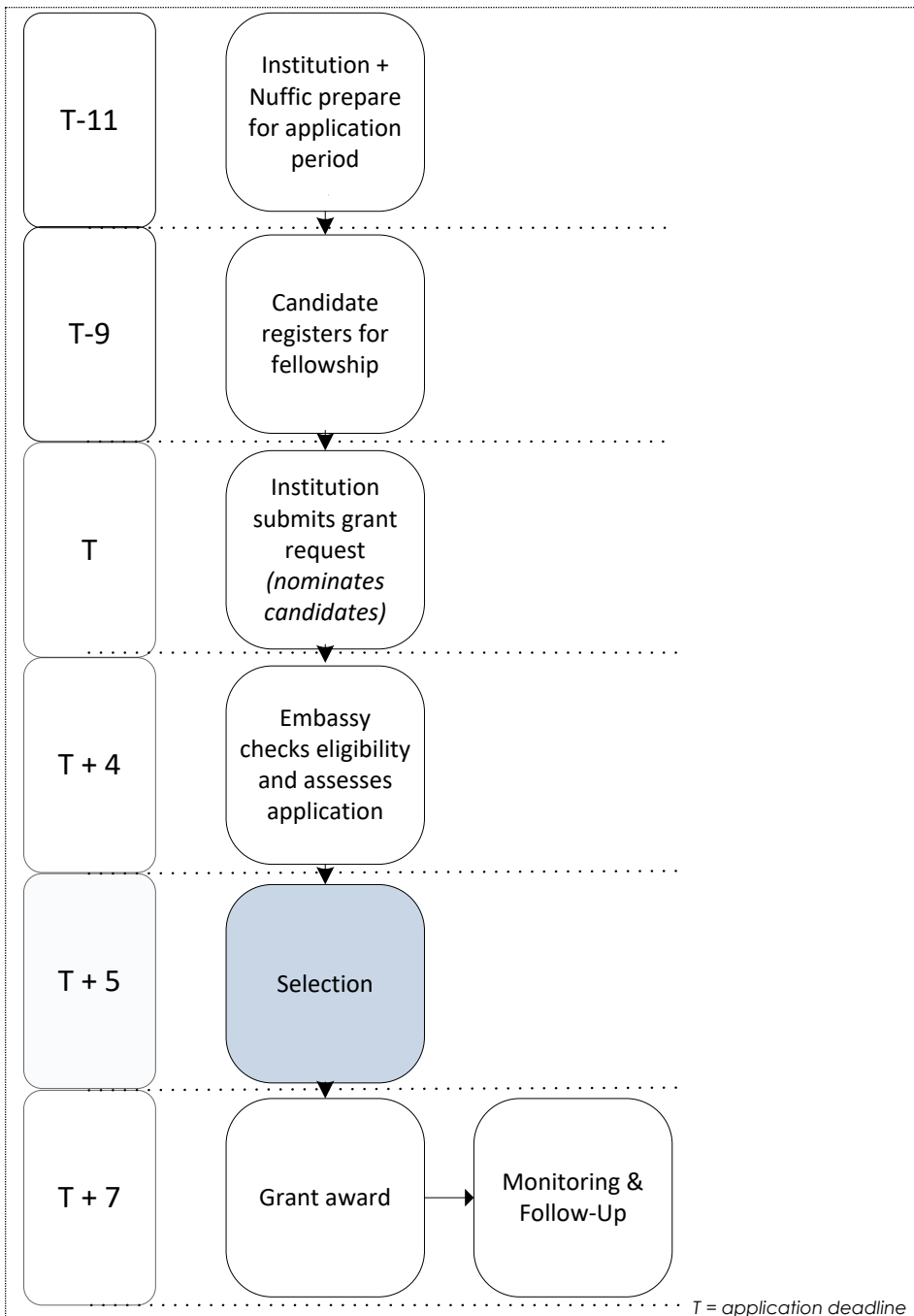
No tasks institution

Embassy

No tasks embassy

Candidate

No tasks embassy



Grant award

Nuffic

- Send grant award letter to Dutch institution
 - KOP: per sub-programme per deadline
 - Gives an overview of which nominated candidates are selected, which are not selected, which applications have been rejected (for instance not eligible application)

Dutch institution

- Check the grant award letter
- Inform **all** nominated candidates of the result of the selection
- Inform selected candidates of further procedure with regard to fellowship

Embassy

No tasks embassy

Candidate

No tasks embassy

More information:

www.nuffic.nl

<https://www.nuffic.nl/en/capacity-building/kop>

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